



JOB DESCRIPTION

Title: **CEMETERY SUPERVISOR**
Department: Cemetery
Class Code: 3320
Non-Exempt: Non-Exempt
Effective Date: December 15, 1987 (Rev. 07/03)
Grade Number: 19

GENERAL PURPOSE

Under general guidance and direction from the Parks and Recreation Superintendent, performs administrative, supervisory and skilled maintenance duties in the efficient operation of the Murray City Cemetery.

EXAMPLE OF DUTIES

- *-- Supervises the secretary, maintenance workers and laborers. Hires and trains new employees, evaluates work; disciplines employees as needed; assigns work to employees.
- *-- Assists in drafting the annual budget; researches budget requirements; negotiates budget.
- *-- Inventories departmental supplies; orders necessary supplies; handles client complaints.
- *-- Responsible to see that accurate records are kept on all lots to include receipts for money, perpetual care and accounts for plots that are being purchased.
- *-- Assists the public with purchase of grave plots; arranges for burials with families; locates graves for families and monument companies.
- *-- Prepares grave sites for burial; digs grave; puts vault and imitation grass in place; fills graves; places flowers on graves.
- *-- Maintains cemetery grounds; repairs graves that have settled, applies fertilizers and weed killers; installs and repairs sprinkler system; clears snow in the winter.
- *-- Operates a variety of equipment, including backhoe, dumptruck and tractor; perform maintenance and repairs on equipment.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and two (2) years of related supervisory experience plus three (3) years grounds maintenance and cemetery management experience OR any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver License and non-commercial pesticide applicators certificate.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of cemetery practices, procedures, and equipment operations; extensive knowledge of cemetery layout; working knowledge of record keeping procedures; thorough knowledge of the proper use and application of insecticides and herbicides.
- Thorough knowledge of cemetery grounds maintenance, sprinkler system maintenance, installation, and repair; working knowledge of maintenance and repair on light equipment and small engines.
- Skill in operating a backhoe, dumptruck, tractor and small engine and power equipment.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to work outside in all kinds of weather; ability to communicate effectively both verbally and in writing; ability to direct the work of others; ability to relate in an appropriate manner to the families of the deceased.

TOOLS & EQUIPMENT USED

- Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, plate compactor, saws, pumps, compressors, sanders, trencher, common hand and power tools, shovels, wrenches, sod cutter, large/small riding lawn mowers, . Mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.